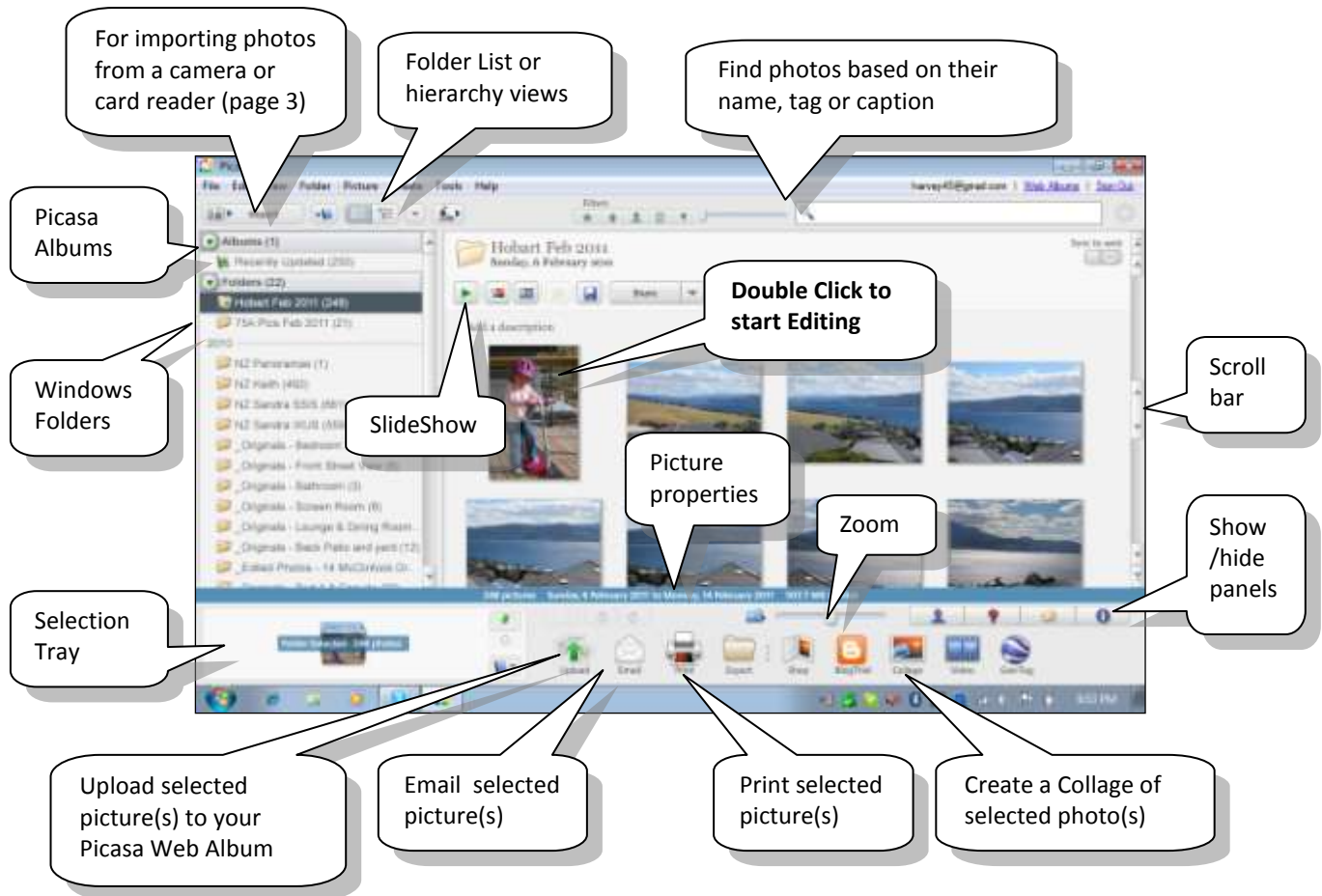


The Picasa Library Screen



Practice Tasks: Start Picasa at the Library View and then:

Task 1. Show / Hide the Properties panel

- Click the 'Show / Hide Properties' button at the bottom right of the screen
- Notice all the info it shows about whatever photo is currently selected.

Task 2. Rotate three photos

- Click one photo, hold down the Ctrl key and click two other photos. (Note the thumbnails of the three photos in the selection area)
- Click one of the Rotate buttons (near bottom of the screen)

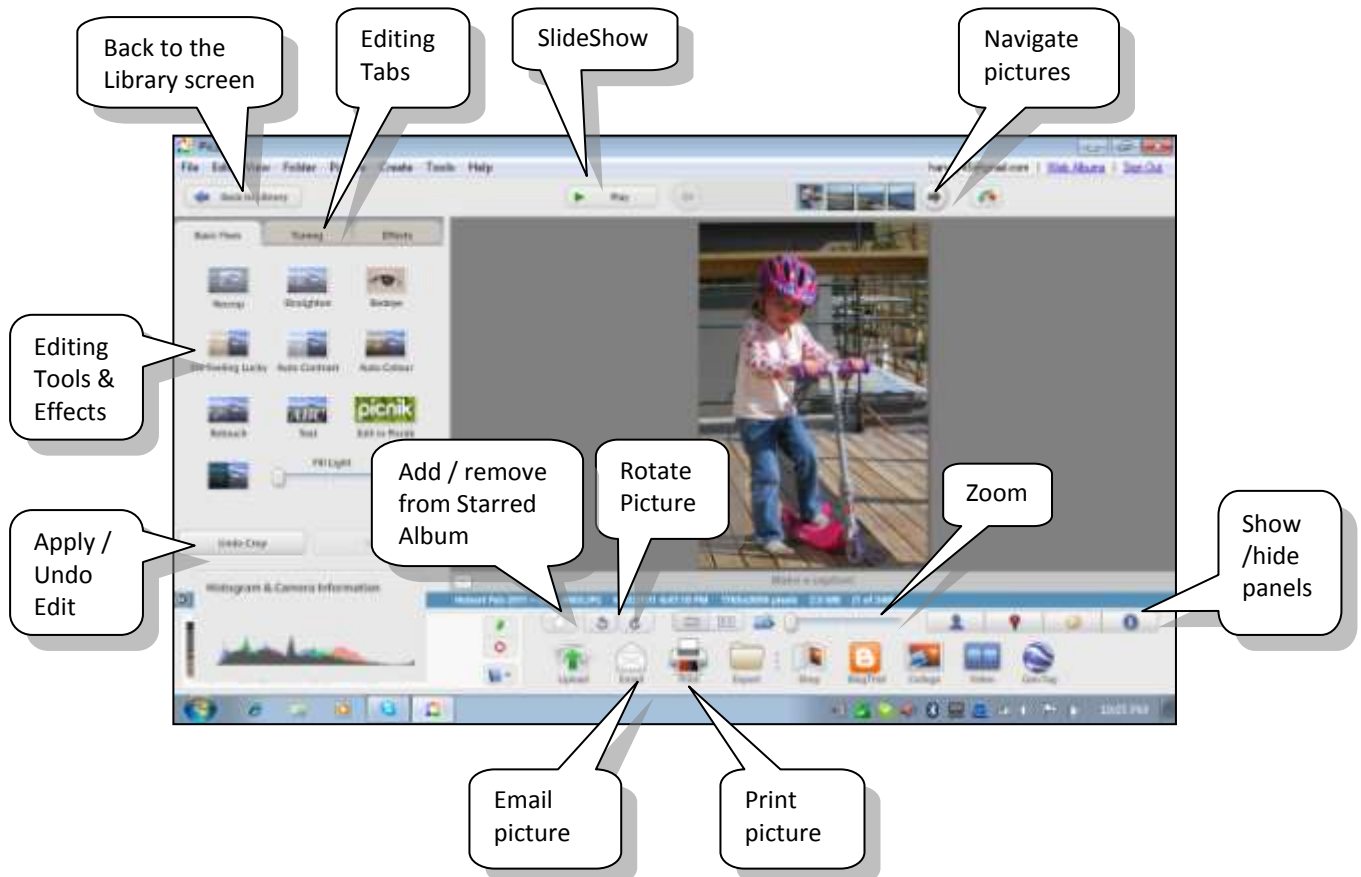
Task 3. Select three photos for printing

- Select as at Task 2. Then click the Print button (bottom of the screen)
- Try the Print Layout, Shrink and Crop to Fit and Border and Text options

Task 4. Email three photos

- Select as at Task 2. Then click the 'Email' button (bottom of screen)
- Note how you can use Gmail or the default mail client.

The Picasa Photo Editing Screen.



Practice Tasks: Double Click on a photo in the Library and then:

Task 1. Crop a photo to 5x7 (10x15) Large Print aspect

- Click the Crop tool (on the Basic Fixes tab),
- Select 5x7 (10x15) Large Print.
- Click and Drag over the picture to create the crop area. Note how you can resize, move and rotate the area. Also note the predefined crops suggested by Picasa.
- When happy with the crop then click the 'Apply' button

Task 2. Alter the Fill Light, Highlights and Shadows on a photo

- Click the Tuning tab. Adjust the three sliders to alter the photo
- If you stuff it up then click 'Undo Tuning'

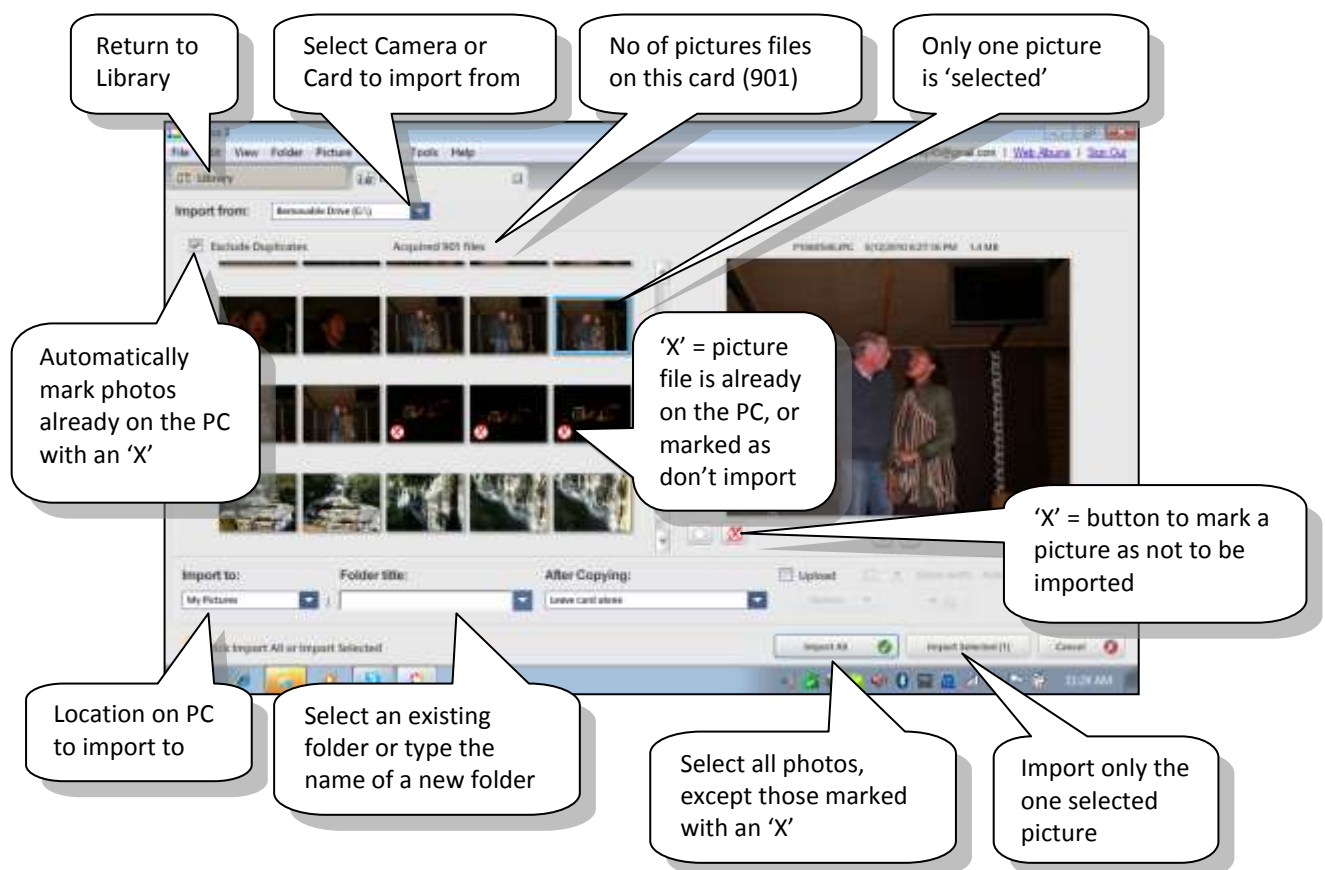
Task 3. Apply Soft Focus to a photo (use to emphasize people over an untidy background)

- Click the Effects tab and then click the 'Soft Focus' tool
- Drag the green crosshair around the photo to a point of interest
- Adjust the Size and Amount sliders. Note the effect
- Click Apply or Cancel as appropriate

Task 4. Adjust and apply a Graduated Tint to a photo (useful to enhance sky and clouds)

- Click the Effects tab and then click the 'Graduated Tint' tool
- Drag the green crosshair around the photo
- Adjust the 'Feather' and Shade sliders. Click the 'Pick Colour' area and click a colour.
- Click Apply or Cancel as appropriate

Picasa Import Screen



Practice Tasks:

Task 1. Start Picasa. Then click the Import tab and locate all the features shown on the diagram above.

Task 2. Import picture files from a camera or card to my computer

1. Connect the camera or camera card to the PC
2. Start Picasa
3. In Picasa, click the 'Import' button at the top left area of Picasa
4. Using the 'Import From' dropdown, select the 'Drive' (and possibly the required folder on that drive) to import the picture files from
5. Picasa will then start to read all the picture files on that drive or folder. This may take several minutes. If the picture files are already on your computer then they will have a red cross on them.
6. At the bottom of the screen you need to decide where to import the pictures to. By default it will select the 'My Pictures' area. In the 'Folder Title' box you can then select an existing folder, or type in a new folder name.
7. Finally click the 'Import All' button. Picasa will then import all the pictures that do NOT have a red 'X' on them. This may take several minutes.
8. When the import has finished then click the Library tab and locate the folder that you imported to. You can then review and modify the pictures.